

SECTION 01720

PROJECT RECORD DOCUMENTS

PART 1 GENERAL

1.1 SECTION INCLUDES

- A. Project Record Documents

1.2 SUBMITTALS

- A. Submit the following in accordance with the requirements of Section 01300:
 - 1. At the completion of construction, deliver the Project Record Documents to the Contract Administrator.
 - 2. Transmit the Project Record Documents with a cover letter listing:
 - a. Date.
 - b. Project title and number.
 - c. Contractor's name, address, and telephone number.
 - d. Number and title of each Record Document.
 - e. Signature of Contractor or authorized representative.

1.3 MAINTENANCE OF DOCUMENTS

- A. Maintain at project site a record copy of the following Project Record Documents.
 - 1. [Drawings.]
 - 2. [Specifications.]
 - 3. [Amendments.]
 - 4. [Change orders and other modifications to the Contract.]
 - 5. [Reviewed shop drawings, product data, and samples.]
 - 6. Field test records.
 - 7. Inspection certificates.
 - 8. Manufacturer's certificates.
 - 9. Specified installer/tradesman certificates.
- B. Store Project Record Documents in Field Office apart from other documents. Provide separate files, racks, and secure storage for Project Record Documents.
- C. Label and file Project Record Documents in accordance with Section number listings in Table of Contents of these Specifications. Label each document "PROJECT RECORD DOCUMENTS" in large, legible, printed letters.
- D. Maintain Project Records Documents in a clean, dry and legible condition.

- E. Keep Project Record Documents available for periodic inspection by the Construction Inspector.

1.4 RECORDING

- A. Use an erasable red pencil (not ink or indelible pencil) to clearly record information or changes on the drawings by graphic line and note as required. Use an erasable yellow pencil to clearly mark for verification all major components shown as constructed.
- B. Use different colors for the overlapping changes if required for clarification.
- C. Record information concurrently with construction progress. Do not conceal any work until required information is recorded. Date entries reflecting change.
- D. Legibly mark each item on the drawings to record actual construction, including:
 - 1. Measured depths of elements of foundation in relation to finish first floor datum.
 - 2. Measured horizontal and vertical locations of underground utilities and appurtenances, referenced to LANL Labwide Survey Control Network, indicating the origin of the New Mexico State Plane Coordinates.
 - 3. Surveyed actual building placement, referenced to the LANL Labwide Survey Network, indicating the origin of the New Mexico State Plane Coordinates.
 - 4. Measured locations of internal utilities and appurtenances concealed in construction, referenced to visible and accessible features of construction.
 - 5. Field changes of dimension and detail.
 - 6. Changes made by Contract modifications.
 - 7. Details not on original Drawings.
 - 8. References to related shop drawings and Contract modifications.
- E. Specifications: Legibly mark each item to record actual construction, including changes made by amendment and Contract modifications.

PART 2 PRODUCTS

Not Used

PART 3 EXECUTION

Not Used

END OF SECTION